



JOB DESCRIPTION

Position Title: **Manager**

Working Area: **Solid Waste**

Class Code: 4501

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Administrative and professional work directing the operation of the Solid Waste Division, which includes all activities relative to the collection and disposal of solid waste.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plans, coordinates, and directs the operation of County landfill, transfer station and truck-trailer solid waste hauling units, solid waste hauling contracts, and recycling efforts.

Initiates and reviews, for final approval by the department director, hiring, termination, performance evaluation, disciplinary and/or commendatory actions for all assigned personnel.

Inspects landfill areas and transfer stations to insure proper operation and cooperates with personnel from the Department of Environmental Regulation in matters relating to solid waste handling and disposal.

Assists in conducting surveys and studies to determine community needs in regard to solid waste handling and disposal.

Maintains division records and fee collection reports as required. Prepares, monitors, and controls the budget for all operations under the Solid Waste Division. Makes revenue projections as required.

Develops recommends and implements operating policies, procedures, and programs to affect the efficient and effective operations of the Solid Waste Division. Plans and recommends short and long range goals and solutions for solid waste issues.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Considerable knowledge of the effective methods of handling and disposing of solid waste, including economical and efficient methods of using equipment, and personnel. Knowledge of laws, ordinances and regulations pertinent to solid waste collection and disposal. Knowledge of heavy equipment such as dragline, bulldozer, truck-trailer, and compactor operations. Knowledge of the geography and topography of the County. Knowledge of general engineering and surveying.

Ability to plan, organize, supervise, and inspect the work of subordinates, including technical aspects of work performed. Ability to establish and maintain effective working relationships with subordinates, the general public, and personnel in other government agencies. Ability to interpret and enforce State and County laws and regulations related to solid waste handling and disposal. Ability to communicate effectively both orally and in writing.

Bachelor's Degree in business, Science, Engineering or related field, and four (4) years experience in Solid Waste Disposal Operations. Certification as a Sanitary Landfill Operator is preferred.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

This position is an appointed service classification.

Working Conditions

Incumbents in this classification work in an office environment, with some fieldwork following up on programs and projects. Incumbents perform most duties sitting at a desk or table and may be required to stand for prolonged periods of time when working in the field. Incumbents in this classification may be exposed to high levels of dust, dirt and fumes.